



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR FORCE MATERIEL COMMAND  
WRIGHT-PATTERSON AIR FORCE BASE OHIO

MEMORANDUM FOR

22 JUL 2004

FROM: HQ AFMC/DPMQ  
4375 Chidlaw Road, Room B223  
Wright-Patterson AFB OH 45433-5006

SUBJECT: 2004-05 Voting Command Action Plan

1. Installation Voting Assistance Officers (IVAO) are undoubtedly the primary player in a successful voting program. Per the guidance released in the Air Force Voting Plan 2004-05, all IVAOs will prepare an installation voting action plan to outline procedures to support a successful voting program. Upon completion please forward the installation plans to HQ AFMC/DPMQ NLT 01 August 04.
2. The Armed Forces Voters Week (AFVW) is scheduled for 3-11 September 2004. This week is a great opportunity for each installation to plan activities that will emphasize the importance of voting. Each AFMC installation's plan for this week will need to be forwarded to this office NLT 01 August 2004. Following AFVW, a report of the AFVW results will need to be submitted to HQ AFMC/DPMQ NLT 20 September 2004. Please refer to the AF Voting Plan for further clarification and ideas.
3. Additionally, if IVAOs have not been able to attend a training session sponsored by the Federal Voting Assistance Program (FVAP), they need to complete the web-based training located at <http://www.fvap.gov/vao/workshops.html>. IVAOs will also need to establish/ publicize telephone Voter Action Lines and identify/train unit voting assistance counselors (UVAC) prior to 01 August 2004. There are other requirements identified in the AF Voting Plan, therefore IVAOs must thoroughly review this plan to ensure all expectations are met. Once each item is completed, forward an e-mail to Major Randy Penson, HQ AFMC/DPMQ at [randy.penson@wpafb.af.mil](mailto:randy.penson@wpafb.af.mil).
4. MAJCOM voting assistance actions lines have been established (DSN 674-3988 or Commercial 937-904-3988). If your staff needs additional information, please contact Maj Randy Penson at DSN 674-3988, Lt Col Paula Goode at DSN 787-3006, or TSgt Lea Wright at DSN 787-4496.

RANDY PENSON, Major, USAF  
MAJCOM Voting Assistance Officer